

# Sample High School Counselor Job Description

## Primary Functions:

To provide, as a member of the counseling department staff, a comprehensive counseling program for students in grades nine through twelve and specifically provide services to meet the needs of assigned students; consult with teachers, staff and parents to enhance effectiveness in helping students; and to provide support to other high school educational programs.

## Major Job Responsibilities:

1. Implement the high school guidance curriculum through delivery of classroom units and infusion in content areas;
2. Guide individuals and groups of students through the development of educational and career plans;
3. Counsel individuals and small groups of students with problems;
4. Consult with teachers, staff and parents regarding the developmental needs of students.
5. Refer students with problems to appropriate program specialists or community agencies.
6. Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school;
7. Participate in and facilitate the intervention team process;
8. Plan and evaluate the building counseling program; and
9. Pursue continuous professional growth.

## Illustrative Key Duties:

1. **Implement the high school guidance curriculum:** conduct learning activities in classroom settings; consult with and be a resource person to teachers to facilitate infusion of learning activities into the regular education curriculum.

2. **Guide individuals and groups of students through the development of educational and career plans:** provide orientation activities for students new to the school; participate in orientation programs for incoming ninth graders; guide students in updating their high school four-year plans; assist juniors and seniors in evaluating their current status in conjunction with graduation; guide seniors in developing and implementing their post high school education and/or work plans; assist in pre-registration of high school students; interpret standardized test results and information to students, parents, and teachers; guide groups and individual students in application of test results and information to their educational and career plans; interpret results of college entrance test and career assessments to groups of students; guide all students to develop career/vocational plans through teaching and supervision of career education activities; guide students through career information system and other counseling center resources; assist students with scholarship and financial aid information; provide a mechanism for the systematic and efficient dissemination of current, accurate information needed by individual students and parents as they develop their educational and career plans.
3. **Counsel individuals and small groups of students with problems:** conduct structure, goal-oriented counseling sessions in systematic response to identified needs of individuals or groups of students—recurring topics at the high school level may include academic failure, attendance and behavior problems, peer problems, family issues, child abuse, suicide threats and attempts, and sexuality issues.
4. **Consult with teachers, staff and parents regarding the developmental needs of students:** participate in staffing; conduct in-service programs for faculty; conduct or facilitate conferences with teachers, students, and parents; conduct or provide opportunities for parent education programs; assist families with school-related problems; serve as student advocate.
5. **Refer students with problems to appropriate program specialists or community agencies:** consult with and coordinate in-district and community agencies, such as school nurses, administrators, school psychologists, service agencies and physicians. Consult with parents regarding referrals.
6. **Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school:** interpret group test results to faculty and staff; contribute to the school's goals for enhancing education in the building; establish effective liaisons with the various instructional departments; serve as an advocate for groups or individual students as decisions are made that will affect those students, with other school staff in the placement of students with special needs in appropriate programs, including gifted education, special education and vocational education opportunities; participate as a team member in administering the testing program.
7. **Participate in and facilitate the intervention team process:** assume an active role in designing implementing, monitoring, and adjusting educational plans for individual students.
8. **Plan and evaluate the building counseling program:** review the counseling program annually with administration and other staff; establish the counseling department master calendar; document and evaluate guidance learning activities as they are implemented;

complete an annual counseling program evaluation.

9. **Pursue professional growth:** attend state and locally sponsored staff development offerings; join associations; read professional journals; attend relevant workshops and conferences sponsored by professional organizations; take post-graduate courses; contribute to professional literature; and conduct training for staff and other counselors.

### **Organizational Relationships:**

The high school level counselor is supervised by the district designee; works collaboratively with other counselors and counseling staff; and works cooperatively with other school and district staff.